

~~SECRET~~Security InformationOFFICE OF RESEARCH AND REPORTSStaff Meeting Notes

(Meeting held at 1430 hours, 1 April 1953, 2125 "M" Building)

SubjectDiscussionActionNIE-88 and Office-wide China Project

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Mr. Guthe announced that draft terms of reference have been developed for NIE-88, "Communist China's Power Potential through 1957," and that the ORR contribution will be due before the end of this year.

██████████ to set up meetings with Division Chiefs and with analysts designated.

Mr. Guthe mentioned that, in working over ORR's Research Program, it was found advisable to reorient the Office-wide project on China. ██████████ will meet with Division Chiefs concerned to discuss proposed reorientation of the project in its relation to NIE-88. Division Chiefs will then designate representatives for further discussions on the China project.

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Background Material

Mr. Guthe mentioned that there have been several instances recently where, because an analyst was on leave or had left the Agency, it was impossible to check back on the methodology used in arriving at estimates or to review background information used in specific reports. Mr. Guthe pointed out that this is definitely a Branch and Division problem, but he did want to reemphasize the importance of one analyst being able to pick up where another had left off.

Division chiefs to consider problem and implement necessary steps to reach objection expressed by Mr. Guthe.

Identification on Documents

Mr. Guthe stressed the need for including some means of identification on all papers issued in ORR. He pointed out that there have been quite a few miscellaneous papers recently that have no title, office designation, source, date, or indication of the purpose for which prepared. Mr. Guthe suggested that the system used in memoranda to show Division, dictator, and date on the lower left corner of the last page be used to show minimum identification.

Information.

Proposed Issuance on Working Papers

██████████ asked whether Division Chiefs had any specific points to discuss on the recently distributed proposed issuance on Working Papers.

Division chiefs to send comments to EX/RR by 3 April.


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NO CHANGE IN CLASS. ☐
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NEXT REVIEW DATE:
AUTH: HR 7-117K
DATE: 7-117K

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	<u>Subject</u>	<u>Discussion</u>	<u>Action</u>
25X1A9a	RR Notice 51-6	[REDACTED] asked Division Chiefs to review RR Notice 51-6, "ORR Survey of Capabilities in Other Government Agencies," to see to what degree it is being followed and whether or not it should be modified or revised.	Division Chiefs to review RR Notice 51-6 and comment on its effectiveness to EX/RR.
25X1A9a	Economic Research Methods Seminars	[REDACTED] called attention to Office Notice R18-53, "Economic Research Methods Seminar, 6 April - 19 August 1953." He pointed out that this course has been revamped to put more emphasis on research methods. Registrations are being handled by [REDACTED] St/A, Room 1129 M, Extension 2485.	Information.
25X1A9a	Exploitation of Refugees	[REDACTED] announced that a meeting of interested ORR Division Chiefs will be held with five representatives of OO/C on Thursday, 2 April, to discuss OO/C's proposed pilot operation in the [REDACTED] to determine the potential of refugee sources for information on the Bloc. The meeting will also serve to give ORR an opportunity to impress on OO/C an overriding interest in information on the Bloc.	Interested Division Chiefs to attend meeting.
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